



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
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JAMES V. PERDUE
COMMISSIONER

BEVERLY WHITE, BSN, MS
FACILITY DIRECTOR

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Fiscal Manager I	NUMBER:	16-06
JOB CODE:	K3000	DATE:	April 15, 2016
JOB LOCATION:	Mary Starke Harper Geriatric Psychiatry Center Tuscaloosa, Alabama	POSITION #	8801940

SALARY RANGE: 75 (\$41,258.40 - \$62,529.60 Annually)

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting or in any other field including completion of at least 27 semester hours of accounting courses, preferably supplemented by professional certifications in accounting **or** current status as an Accounting Assistant II. Some experience (12 months or more) in accounting.

OR

Current status as an Accountant Assistant I with experience (24 months or more) in accounting.

KIND OF WORK: This position coordinate/manage Business Services in a manner that enhances and supports overall quality patient care for the Harper Center. Supervise the Accounting Assistants in Business Service performing the following duties: Patient billing, patient accounts, departmental cross training and professional/ethical conduct of staff. Communicates/disseminate pertinent information with staff regarding facility operations, budgetary issues, policy/procedure/guideline changes, fiscal responsibilities through monitoring and researching Medicare, Medicaid, SSA and SSI for updates/changes. Compile data and develop reports that facilitate the efficient operation of the facility and support effective monitoring. Process Geriatric Patients and staff information /record in a confidential manner. Work with geriatric mentally ill patients, guardians, conservators, social workers and families to obtain information for filing Medicaid, SSI, and VA Applications. Revalidate/recertify physicians Medicaid and Medicare enrollment information as needed. Perform other necessary duties related to the effective/efficient operation and maintenance of the hospital as assigned by the Facility Director.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of the principle and practices of fiscal management and state governmental accounting. Knowledge of state, federal and other funding sources, rules and regulations. Ability to plan and outline procedures applied in the collection, compilation and analysis of statistical and fiscal data. Experience in billing Medicare, Medicaid and third party insurances.

Knowledge of how to file Medicaid, SSI, VA and other application. Experience certifying physicians Medicaid/Medicare enrollment. Knowledge of CMS billing policies/procedures and experience working with CMS to handle billing issues. Ability to supervise but not required. Ability to communicate effectively both orally and in writing

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. **Drug test is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

HOW TO APPLY: Use an "Application for Professional Employment" (Exempt Classification) which may be obtained from the website below or Harper Center, Human Resources Department. Applications should be returned to the Harper Center, Human Resources Department, 107 5th Avenue East, Tuscaloosa, Alabama 35401 by **UNTIL FILLED** in order to be considered for this position. **DO NOT return this application to the State Personnel Department. Please have an official copy of your transcript forward to the Human Resource Department at the above address.**

"Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application."

www.mh.alabama.gov

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